

Guidelines for incoming PhD students at the Polytechnic Department of Engineering and Architecture (DPIA)

Last Update October 2023

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Affiliation to the Polytechnic Department of Engineering and Architecture (DPIA)

After enrolling in the PhD program, each candidate must affiliate with DPIA <https://dpia.uniud.it>. To do so, please email the departmental secretariat, whose appointed persons are Daniel Bucovaz (daniel.bucovaz@uniud.it) and Annalisa Giusti (annalisa.giusti@uniud.it). When contacting the secretariat, please report your:

- fiscal code (you should already have obtained this as per University's recommendation)
- given name, family name, birthplace and birth date
- full address – street, house number, province (if any), city, postcode
- mobile phone number
- email address (your institutional one, e.g. @spes.uniud.it, is accepted)
- PhD supervisor's given name & family name
- PhD program and cycle.

Once completed this stage, the PhD student shall receive the agreement form, which the PhD student and their supervisor are required to sign. Next, the PhD student has to email the signed agreement back to the secretariat. Please note that the secretariat shall retrieve the signature of the head of the department after receiving the signed agreement from the PhD student.

At the same time, the PhD student will have to contact the Department's safety contact, Fabiano Zaninotto (fabiano.zaninotto@uniud.it), in order to obtain the risk profile. The PhD shall be asked where they intend to carry out their research activity (office, laboratories) and which risks they are potentially exposed to. These aspects should be discussed with the PhD supervisor in advance.

The risk profile must also be signed by the PhD student and by the scientific contact of the Department. The risk profile must be delivered (by email or handed) to the secretariat together with the affiliation request. At that point the affiliation will be considered concluded.

Once the affiliation has been obtained, the PhD student will receive the credentials to access the DPIA web portal. From there, the PhD student will be able to access many online services, including requesting keys.

In case the PhD student does not receive a feedback about their credentials, please email at amministrazione.dpia@uniud.it as soon as possible.

Access to the department - Key Request

Any PhD student is meant to carry out their research activity in dedicated or shared offices in the DPIA, or in laboratories. Therefore, the PhD student is expected to request the keys to access both the department and the designated rooms. To this end, the PhD student is required to submit a formal request via <https://dpiariservata.uniud.it/>. Please note that such a request can be submitted only after completing the affiliation procedure (your departmental credentials are required). If you have not obtained the credentials yet, please contact Daniel Bucovaz (daniel.bucovaz@uniud.it) and Annalisa Giusti (annalisa.giusti@uniud.it).

After logging in, click *Richiesta chiavi*, then *Genera nuova richiesta* as shown below.

The screenshot shows a web interface with a dark blue header containing the text "Val a". Below the header is a dropdown menu with the text "[Scegliere sezione]". Underneath is another dark blue header with the text "Gestione richieste chiavi". Below this is a section titled "ISTRUZIONI" containing three numbered instructions: 1) generate a new request by filling out a form; 2) review the generated request form for accuracy; 3) start the authorization process by sending the request to the responsible person. At the bottom of the instructions are two buttons: "» Genera nuova richiesta" and "» Elenco richieste inserite".

The screenshot shows a table titled "Dati della richiesta" with a header row containing "Iban per la cauzione:" and a search field. Below the header is a table with the following columns: "Sede", "Moneta (€)", "Single chiave o tipologia", and "Quantità". The table contains five rows, each with a dropdown menu for "Sede" and a date "es. LT-04-0E" for "Moneta (€)". Below the table is a button labeled "Aggiungi riga chiave accesso".

Sede	Moneta (€)	Single chiave o tipologia	Quantità
[Scegliere sede]	es. LT-04-0E		
[Scegliere sede]	es. LT-04-0E		
[Scegliere sede]	es. LT-04-0E		
[Scegliere sede]	es. LT-04-0E		
[Scegliere sede]	es. LT-04-0E		

Fill out “*Iban per la cauzione*” with your bank account number, since the University requires that you leave a security deposit in case of theft, loss, or damage of the key. Additionally, please indicate in this field the period throughout which the key shall be used. For instance, you could write:

- BANK_ACCOUNT_NUMBER – Key request: from dd/mm/yy to dd/mm/yy (if unknown, please ask either Daniel Bucovaz or Annalisa Giusti)

Please follow these instructions to fill the above table. If the PhD students wish to obtain after-hour access to the main building or when the building is closed to the public, they have to apply for an electronic “SALTO” key. When prompted, indicate the following information:

SEDE (building)	Stanza (Room)	Singla chiave se nota, o tipologia (Type of the key)	Quantità
RIZZI		SALTO	1

This application holds to obtain the keys of the office and laboratory as well. When prompted, report:

SEDE (building)	Stanza (Room)	Singla chiave se nota, o tipologia (Type of the key)	Quantità
RIZZI	ARTEMIUS_CODE	GENERALE	1

In this case, ARTEMIUS_CODE refers to an alphanumeric code the PhD student can locate on one of the edges of the room's door. This code is formatted as, for instance: **LT-xx-yy**. If allowed, please report the designated use or the name of the office/laboratory, e.g. "Laboratory of machine design", "Laboratory of System and Controls". Please note that the labels printed on laboratories' entrance wall are not the ARTEMIUS_CODE.

Once accomplished this important stage, click "*Salva dati*". Then you should be redirected to the initial page, where you can submit the request. Please note that your supervisor and the head of the department are required to authorize the request. They should receive a notification, automatically.

When the request is processed, the reference department DISO (*Direzione servizi operativi*) shall contact you to arrange the pick-up of the keys. For further information, please get in touch over email via gestionechiavi@uniud.it.

Trips: authorization and claim (Missions)

Authorization request

Conferences, summer and winter schools are typically part of the PhD journey. From an administrative standpoint, these activities are technically called *Missions* and must formally be authorized by the PhD Student's supervisor and the head of the department.

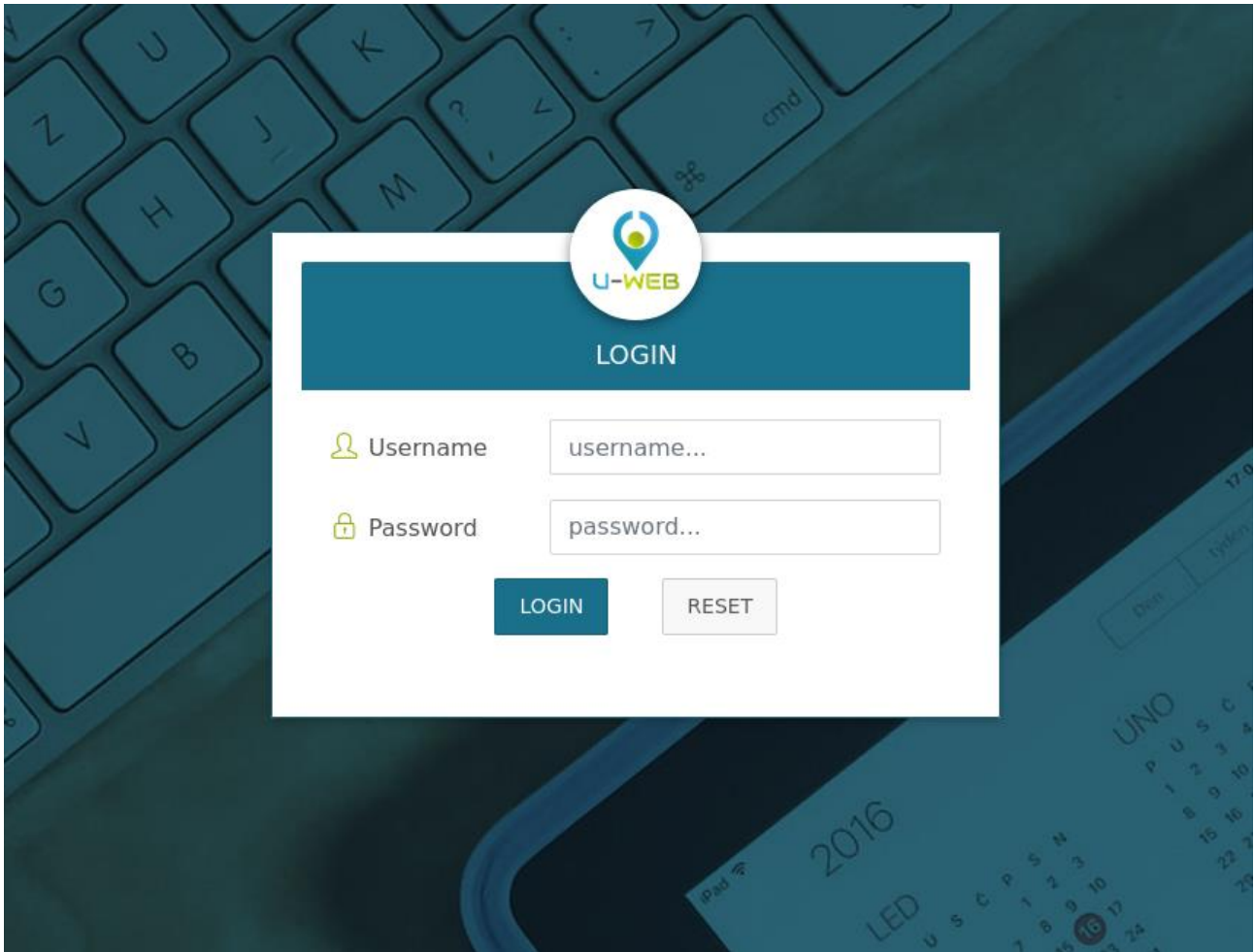
U-WEB portal (<https://uniud.u-web.cineca.it/>) covers the authorization process and can be accessed via the PhD student credentials:

- username: studentID@spes.uniud.it
- password: the password of your Office365 account (not the password of Esse3 or PhD Notebook).

Most likely, at the time of the authorization process, the PhD student has already planned some expenditures, e.g. transportation, conference subscription fees, meals, hotels, B&B etc. The associated estimates can be uploaded to the portal as well for refund purposes.

This tutorial is intended to show how to set up a Mission and upload the estimates of the expenditure. For example, assume that a PhD student residing in Trieste wishes to attend a conference in Rome from 27th September 2023 to 29th September 2023. According to the conference and flight schedules, the PhD has to depart from Trieste on 26th September 2023, and leave Rome on 30th September 2023.

First, head to <https://uniud.u-web.cineca.it/> and key in the credentials at the login wall.



Then, the PhD student is transferred to this page, where they shall select “LE MIE MISSIONI” (the reddish left-most panel).



The following page pops up. Click on “NEW CLAIM”.

NEW CLAIM MY MISSIONS

Missions list

SEARCH FILTERS

- To be sent
- Pending approval
- Reimbursement to be claimed
- Paid
- Conservate
- All

Search criteria:

Period: Last 3 months From: 23/06/2023 To: GG/MM/AAAA

Reason: Search... Destination: Search... Status: All

Reason Destination From To Estimated cost Status

Fill out the panel with your destination (the city where the conference is held) – Rome in this case. In “Start date and time” and “End date and time”, enter the departure date and the date when the PhD is leaving Rome. Regarding the time, leave the slots unchanged. The time indications are provisional, as the time will be adjusted when submitting the refund claim (after the completion of the Mission, i.e. after 30th September 2023).

NEW CLAIM MY MISSIONS

Missions list New claim

ATTACHMENTS ESPORTA

MISSION

Destination

+ ADD

Title DR - Borse di dottorato Start location Udine Type of Request PROG - Fondi di progetto

Head of Project No result found Project No result found

Structure concerned Paying structure Regulation

Reason Notes

Mission without expenses Missione cofinanziata

SPECIAL MEANS EXPENSES WITH ESTIMATE

SAVE AND SEND SAVE IN DRAFTS CANCEL

DESTINATION

Location Roma, Italia

Start date and time 26/09/2023 00:00 End date and time 30/09/2023 23:59

OK CANCEL

Fill out the following fields as:

- Title: leave unchanged
- Start location: the location where the PhD student resides or departs
- Head of the project: the supervisor’s name
- Project: most likely, the PhD students cannot select anything. If so, inform the supervisor. They can do it for you later
- Structure concerned: leave unchanged
- Paying structure: this slot will automatically be filled out when “Head of the project” is entered
- Reason: explain the motivation of the Mission. I am attending the conference in Rome entitled “TITLE_OF_THE_CONFERENCE” from 27th September 2023 to 29th September 2023.
- Notes: enter additional information if required.
- If the Mission does not include expenditure, check “Mission without expenses”.
- Do not check “*Missione cofinanziata*” unless it is required (ask your supervisor). This is meant to attribute incurred costs to multiple funds.

Title • DR - Borse di dottorato	Start location • Trieste	Type of Request • PROG - Fondi di progetto
Head of Project • <input type="text"/>	Project • <input type="text"/>	
	No result found	
Structure concerned • DPIA - DIPARTIMENTO POLITECNICO DI INGEGNERIA E ARCHITETTURA	Paying structure • <input type="text"/>	Regulation • TES - REGOLAMENTO TESORO
Reason • <input type="text"/>	Notes • <input type="text"/>	Method • <input checked="" type="radio"/> List of expenses incurred
	0/400	0/2000
<input type="checkbox"/> Mission without expenses •		
<input type="checkbox"/> Missione cofinanziata •		

Uploading the estimates of the expenditure

Please bear in mind that the default option is that the claimant is expected to anticipate all expenses throughout the entire trip, then claim upon return.

However, PhD students can anticipatedly claim for number of eligible incurred expenses: subscription fees for conferences/summer schools/winter schools, transportation, accommodation are eligible for this particular request – meals are excluded. PhD students can apply for an advance while requesting the trip authorization by clicking “Claim for advance” and this must be done at least 15 days before the scheduled beginning of the Mission. Please note that the expenditures that occur the day before and the day after the event that the PhD attends are eligible for refund as well. At the end of the Mission, the PhD student may claim the refund abiding by the rules listed in the next Section.

Proceed to Section “EXPENSES WITH ESTIMATE”, and click “ADD”.

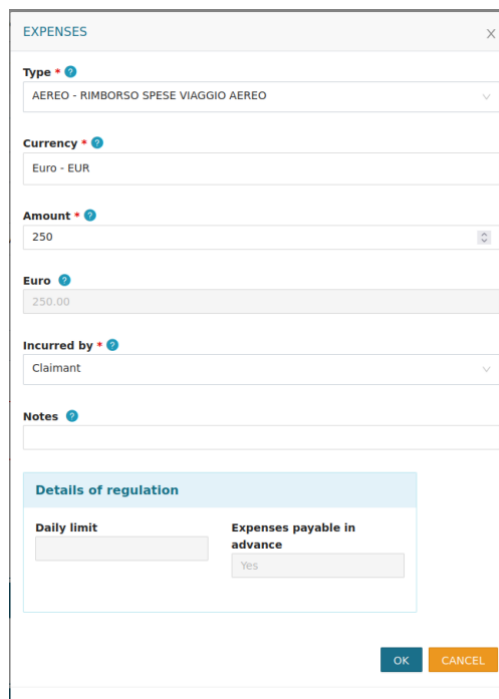


EXPENSES WITH ESTIMATE

+ ADD Total expenses by claimant 0 Total expenses paid in advance 0

Claim for advance

This pop-up window will show up. Let’s upload the estimate of the flight’s price. Select “*AEREO – RIMBORSO SPESE VIAGGIO AEREO*” amongst the other available choices. Enter the currency if it differs from € along with the amount. If the amount has been paid beforehand, leave “Claimant” in “Incurred by”.



EXPENSES

Type •

Currency •

Amount •

Euro •

Incurred by •

Notes

Details of regulation

Daily limit

Expenses payable in advance

OK CANCEL

The stages for uploading other estimated expenses are identical to the one explained above. The “Type” field varies for each entry, though. For instance:

- “ALBER - SPESE DI PERNOTTAMENTO IN ALBERGO” for the hotel
- “TRENO - RIMBORSO SPESE VIAGGIO TRENO” for the train from Roma Fiumicino Airport to Roma Termini
- “METRO - RIMBORSO METROPOLITANA/ LINEE URBANE” if the PhD student has planned to take the underground to reach the venue of the conference
- “CONGR - ISCRIZIONE A CONGRESSO/CONVEGNO” for the subscription fee for the conference
- “PASTS - RIMBORSO SPESE PASTI” for meals (lunch, dinner, breakfast). Please enter the estimated overall amount corresponding to the days of the conference, complying with the amount limit.

Please note a few “Types” are subject to daily limits, check them out progressively. You should see the following table being populated with the uploaded expenses.

The screenshot shows a web interface titled "EXPENSES WITH ESTIMATE". At the top, there are two summary boxes: "Total expenses by claimant" with a value of 1380 and "Total expenses paid in advance" with a value of 0. Below these is a table with the following columns: Type, Currency, Amount, Euro, Incurred by, and Notes. The table contains six rows of expense entries, each with a set of action icons (eye, pencil, trash) on the right.

Type	Currency	Amount	Euro	Incurred by	Notes
AEREO	EUR	€250.00	€250.00	Claimant	
ALBER	EUR	€350.00	€350.00	Claimant	
CONGR	EUR	€500.00	€500.00	Claimant	
METRO	EUR	€50.00	€50.00	Claimant	
PASTS	EUR	€200.00	€200.00	Claimant	
TRENO	EUR	€30.00	€30.00	Claimant	

At the bottom left of the interface, there is a checkbox labeled "Claim for advance" which is currently unchecked.

If, for any reason, the PhD student considers taking taxis, add an entry to “Special Means”. The PhD student shall see the usual pop-up window, which has to be filled out as shown earlier. In addition, the PhD is committed to justifying the use of the taxi in the field “Reason for the use”.

The screenshot shows a web interface titled "SPECIAL MEANS". At the top left, there is a "+ ADD" button. Below it is a table with the following columns: Means, Description, Reason, Expected cost, and Authorised. The table contains one row for a taxi expense.

Means	Description	Reason	Expected cost	Authorised
TAXI	RIMBORSO SPESE TAXI URBANO	Incompatibilità di orario dei mezzi ordinari con le esigenze dell'attività da espletare fuori sede	€40.00	

At the bottom right of the interface, there is a pagination control showing "10 / pagina".

Once the request is ready to be submitted, click “SAVE AND SEND”. If the request should be updated later, click “SAVE AS DRAFT”.

Means	Description	Reason	Expected cost	Authorised
TAXI	RIMBORSO SPESE TAXI URBANO	Incompatibilità di orario dei mezzi ordinari con le esigenze dell'attività da espletare fuori sede	€40.00	

Type	Currency	Amount	Euro	Incurred by	Notes
AEREO	EUR	€250.00	€250.00	Claimant	
ALBER	EUR	€350.00	€350.00	Claimant	
CONGR	EUR	€500.00	€500.00	Claimant	
METRO	EUR	€50.00	€50.00	Claimant	
PASTS	EUR	€200.00	€200.00	Claimant	
TRENO	EUR	€30.00	€30.00	Claimant	

Claim for advance

Claiming the refund

After the completion of the planned activity (the conference in this case), access the portal again and display your Mission. Then, click “Missione svolta” to confirm that the activity has been carried out. Now, it’s time to update the estimated expenses according to their actual value.

- Please bear in mind that each expenditure must be proven. Therefore, ALWAYS ask restaurants and hotels for bills and invoices. Besides the actual amount of the expenditure, you should always upload the “probatory” document (bill or invoice).
- NEVER invoice the University for your expenses. The invoice must always report only your personal data NOT those of the University, or other people. If other people’s data appear on the bill or invoice, the refund shall be reduced.
- ALWAYS request the certificate of attendance for the attended event.
- Write a 1 or 2-page report that summarizes the activity carried out during the Mission. For instance, the report may include whether or not you attended the conference as a speaker and the feedback you obtained from the audience, who you got acquainted with during the conference, whether you extended your network or established collaborations.
- Upload the certificate of attendance, the report, and the invoice of the conference subscription fee to “CONGR” entry.

Suspending the Mission

The Mission can be suspended anytime, even when it is underway. The PhD student is committed to declare so by indicating the dates involved in the suspension. In those dates, therefore, the PhD cannot claim the refund for the incurred expenses.